



"LEND A HAND"

SAN DIEGO COUNTY EMPLOYEES' CHARITABLE ORGANIZATION

1600 PACIFIC HIGHWAY - Room 209, SAN DIEGO, CA. 92101 - Phone 619 338-2765

GENERAL DESCRIPTION OF DUTIES AS A CECO DEPARTMENT REPRESENTATIVE

This is a basic overview of what a representative does along with an estimate of the time required. Those sections in parenthesis indicate a subcommittee activity and are not required unless you volunteer to participate.

JANUARY: Full Board of Director's meeting. Orientation of CECO for new members; set the agenda of goals and activities for the year. Discussion of old and new business; sign up for committee if desired. Approximately 1 Hour

Campaign training: Follows the board meeting and is conducted by the County's Employee Campaign Coordinator along with representatives from United Way and CECO. There are two training dates scheduled for those unable to attend the first. All training and materials will be provided. Approximately 1 ½ Hours

FEBRUARY 1 THROUGH MARCH 31: County's Joint CECO and United Way Campaign. Agency representatives and Campaign Coordinator go before the Board of Supervisor's to declare the official campaign kickoff. Department Reps and additional campaign coordinator's conduct campaigns. There are several ways depending upon size and how spread out the department is.

MAY: Full Board of Director's meeting. This is the Recognition meeting when we take the time to acknowledge and thank Board members and anyone who has given an extra hand or arm to our organization.

This is also the month when the formal letters and CECO grant applications are sent out to those local non-profit agencies that have requested applications. The Allocations Committee sends these out via e-mail.

JUNE THRU AUGUST: June 10 is when the grant applications are due. Some members of the Allocation Committee are on hand to receive them as they are turned in. The Executive Committee serves on the Allocation Committee as well as Board Members or CECO contributors. Teams are formed, applications distributed amongst the teams and they meet to determine funding recommendations. Allocation Committee members meet approximately twice a week for 1 ½ hours usually during lunch at various locations to present, discuss and vote on each proposal submitted. A final meeting sometime in mid-July will determine which agencies and what amounts within our projected budget will be sent to the entire Board of Director's. These recommendations will be posted in all County facilities for all contributors to review, comment upon and submit questions. All comments and questions are to be directed to you as the department member. They will be discussed at the September meeting.

SEPTEMBER: Full Board of Director's meeting to discuss and vote on the Allocation Committee's recommendations for the current year. This is one of the Mandatory Meetings, as a quorum is needed to pass the recommendation. If a Board member is unable to attend due to conflict in schedule a proxy vote may be submitted. Approximately 1 Hour

OCTOBER: Awards Luncheon where we give out the checks to the agencies and get to know them a little better. This luncheon is one of the most extraordinary events; a true testimony to the power of the human spirit, truly inspirational. Your work makes it possible. Approximately 2 ½ Hours (I know, we're trying to shorten it...)